

SECRET  
Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OF-121	
1. TITLE OF REPORT (If a fill-in report include Form No.) Class "A" Financial Report (Fm nos. 724, 588, 967, 564, 565, 566, 589, 1468, Sched. Adv. to other Agencies, 721, 567, 1095, Sched. of Unliquid. Obl.						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)		
	LOGISTICS		SECURITY				
	MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
3		Annually			1		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Form		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES GIVE ADP PROCESSING NO.		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
Reg. Class A - 16							
GS-11	\$ 6.11		16x12=192		\$ 1,173.12		1 \$ 1,173.12
Mod. Class A - 9							
GS-12	\$ 7.28		9x4=36		262.08		1 262.08
Reg. Class A - 16							
GS-09	\$5.07		16x4=64		324.48		1 324.48
Mod. Class A - 9							
GS-09	\$5.07		9x8=72		365.04		1 365.04
B. COSTS OF COMPUTER PRODUCED REPORTS							
<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> 364							
TOTAL COSTS PER YEAR						\$ 2,124.72	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Total Class A Installations				36			
<div style="border: 1px solid black; width: 100px; height: 20px;"></div> Not processed by Accts. Div.)				11			
Total as computed above				25			
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Conversion of more Installations to Mod. Class A <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	
						DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	